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Report No. 2016-31

TO: Craig Hare, EMS Division Director
Department of Safety & Emergency Services

FROM: Hector Collazo Jr., Inspector General/Chief Audit Executive 
Division of Inspector General

DIST: Ken Burke, CPA, Clerk of the Circuit Court and Comptroller
Claretha Harris, Chief Deputy Director, Finance Division

SUBJECT: Inspector General's Observation of Fire Administration Division's
Annual Physical Inventory of Fixed Assets

DATE: November 16, 2016

This letter serves to inform you that the Division of Inspector General completed its observation of the Fire Administration Division conducting their annual physical inventory of fixed assets for Fire Administration, Hazmat, and Special Operations on October 26 and 27, 2016.

Our objectives were to:

1. Interview and observe staff conducting the department's physical inventory to determine compliance with required inventory procedures.
2. Test and verify, on a sample basis, the asset counts recorded by staff.

Our audit was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and the *Principles and Standards for Offices of Inspector General*, and accordingly, included such tests of records and other auditing procedures as we considered necessary in the circumstances.



An Accredited Office of
Inspectors General

Craig Hare, EMS Division Director
Department of Safety & Emergency Services
November 16, 2016
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Fire Administration staff is responsible for the inventory of fixed assets used by the various municipalities for Fire, Hazmat, and Special Operations that are owned by Pinellas County and/or the City of Tampa through the Regional Domestic Security Task Force (RDSTF). Your staff was in compliance with the required inventory procedures. Our test counts agreed with those of your staff.

We appreciate your staff's cooperation during this audit.